



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

MEMORANDUM

DATE: September 29, 2014

SUBJECT: Selection Process for GS-9/11 Environmental Protection Specialist

FROM: Gracy R. Danois, Chief *Gracy R. Danois*
Grants & SRF Management Section

TO: Natalie Ellington, Acting Chief
Grants & Infrastructure Section

The purpose of this memorandum is to set forth the process which will be used to select up to two Environmental Protection Specialists, GS-9 and/or 11 for supporting the implementation and oversight of continuing environmental program (CEP) grants in the Water Protection Division. This position was advertised on September 4, 2014, as a GS-9/11, Environmental Protection Specialist, in the Grants & SRF Management Section, Grants & Infrastructure Section, Water Protection Division. The incumbent(s) will be responsible for conducting all administrative activities to process grants and interagency agreements supporting a variety of programs furthering the mission of the Water Protection Division. The promotion potential for these positions is GS-12.

Jennifer Shadle served as the subject matter expert for this position. On September 26, 2014, the Shared Service Center forwarded me the list of eligible applicants for the position. The list is composed of a total of 6 applicants, three from the WPD and three from other divisions.

I plan to hold interviews as soon as practicable with the goal of completing the process during the week of October 20th. The following people will serve as panelists for the interviews: Stacey Bouma, Chief of the Stormwater and Residuals Section, Becky Allenbach, Chief of the Safe Drinking Water Branch, Keva Lloyd, Acting Section Chief of the Grants Management Office, and myself. I will provide the candidates' information submitted through USAJobs to all the panel members in advance of the interviews for their review.

For the benefit of the applicants I will begin the interviews by providing a brief description of the job and the section to familiarize them with our organization. Considering the position description, I have developed the following interview questions:

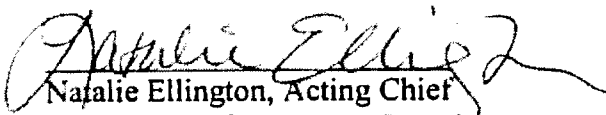
1. What made you interested in this job?

2. Describe your experience with each of the following:
 - a. Grants management (pre-award, negotiations, post award, baseline, programmatic reviews)
 - b. Interagency agreements (scopes of work, federal to federal relationships, budget review and approval to ensure that it meets both entities' requirements)
 - c. Regulations, policy, and guidance as they relate to grants and IAs. (reviews, workgroup participation, etc.)
 - d. IGMS, Compass
3. Tell me about a time when you worked in a team. What was your specific contribution to the success of the team?
4. What attributes do you possess that will bring you success in this job? Give examples of instances where you have employed these skills.
5. Do you have any questions or would you like to add anything?

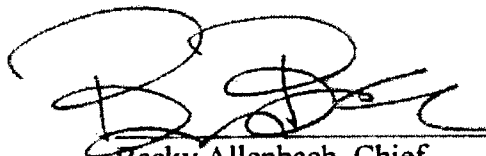
These questions will be provided in writing to the candidates during the interviews for their reference. I expect the interviews to last no more than 45 minutes.

After the interviews are completed, I will conduct a reference check of the candidates that I determined, with the panel's assistance, had the best potential for fulfilling the responsibilities of the position. A set of specific questions will be used for each reference check, focusing on the quality and timeliness of the candidates work as well as the candidates' interaction with others within his/her group and outside. After all these steps are completed, I will meet with you to discuss the process that was used accompanied by a discussion of all applicants that were considered. As Selecting Official, I would conclude the discussion with my proposed selection to fill the position. Please indicate your approval of this process by signing below.

Concurrence:


Natalie Ellington, Acting Chief
Grants and Infrastructure Branch
Water Protection Division

9/29/14
Date


Becky Allenbach, Chief
Safe Drinking Water Branch
Water Protection Division

9/29/14
Date